



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 27, 2015

Joan Thomas
6204 Western Ave
Davenport, IA 52806

Dear Joan Thomas,

This letter is in regards to the 12/22/14 and 3/27/15 compliance check of your Level C1, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Need band aids for house and supplies for car, outlets need capped, pick up side yard, add flood plan to emergency plans, document drills – fire and tornado, replace batteries and replace one unit, non-smoking sign for car

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Band aids for house

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Need supplies- gloves, tweezers, band aids and something to clean the wound

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Need outlets capped by kitchen table

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Spring clean the yard

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Glass pieces and few cigarette butts in side yard

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Add flood/evacuation plan to both plans- front and back door (physical address)

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Add flood/evacuation plan to both plans- front and back door(physical address)

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Need to document drills

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need a few batteries and replace a few- chirping in home

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Need to document drills

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Need for car

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

Joan- exam and immunization status

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Never printed off- discussed may need to retake

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Need to complete training

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

One certificate displayed expired 6/30/15- need current one displayed

☐ 110.5(8) Children's Files

☐ 110.5(8) **An individual file is maintained for each child and updated annually** or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

H.R, K.R- needs J.W-Y, Z.W-Y, L.G, O.G, J.G- needs to update

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

H.R, K.R- needs J.W-Y, Z.W-Y, L.G, O.G, J.G- needs to update

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

H.R, K.R- need J.W-Y, Z.W-Y, L.G, O.G, J.G- needs to update

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Z. W-Y, J.G

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

H.R, K.R, O.G, M.R

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

J.W-Y, L.G

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

H.R, K.R- need J.W-Y, Z.W-Y, L.G, O.G, J.G- needs to update

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

H.R, K.R, O.G- needs to update

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

D.R

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

J.W-Y, Z.W-Y- needs date H.R, K.R- needs L.G, O.G, J.G- needs to update

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Need forms in all children's files

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 5/11/15.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 5/11/15.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II

MACHELLE PEZLEY
Social Worker Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to

determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).